

LANCASTER COUNTY
ACCOUNT CLERK I
EXCLUDED ACCOUNT CLERK I

2831
0831

NATURE OF WORK

This is moderately complex clerical work requiring the application of accounting principles and practices in maintaining financial records.

Work involves responsibility for the application of basic bookkeeping principles and practices to a limited range of financial records within the scope of an established accounting system. Employees may maintain a simple set of books involving recurring transactions and repetition in accounts and may report available budget balances and expenditures. Summary statements and balances are subject to the review of a superior. Clerical work incidental to accounting tasks may be performed independently. Employees are typically expected to operate calculating machines, computer terminals and related office equipment in the performance of their duties. General supervision is received from a technical or administrative superior with work being reviewed in the form of reports and periodic checks of documentation.

EXAMPLES OF WORK PERFORMED

Maintain accounting journals or records of original entry for accounts receivable or accounts payable; transfer ledger information to new ledger sheets.

Process and tabulate charges on work orders; prepare job cost reports; prepare payrolls and maintain billing records for varied services; prepare and mail customer billings; audit claims against original documentation source.

Maintain subsidiary accounts receivable ledger and calculate required corrections; post charges of invoices and daily payments; post revenues and purchase orders; compute monthly balances.

Facilitate, collect and validate customer payments; balance daily receipts; post receipts and disbursements and maintain cumulative cost records.

Perform routine clerical work including typing, filing, sorting and distributing mail, photocopying and answering phone calls; maintain filing systems.

Prepare supply requisitions and equipment maintenance inventory records; maintain reorder controls and property accounts; process and maintain office inventory.

Prepare routine financial and budget reports from file records; may assist supervisor in the preparation of more difficult financial reports.

Operate a telephone/radio dispatch unit for the purpose of receiving and dispatching information to field units.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of modern office methods, practices and equipment.

Some knowledge of the principles and practices of accounting.

Ability to maintain financial records and to prepare clerical and routine financial reports and statements as directed.

Ability to perform various mathematical computations quickly and accurately.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers and the public.

Skill in the operation of a calculator, computer terminal and other common office equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by coursework in accounting; some experience in performing varied office and clerical tasks including recording and maintaining financial transactions.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent including or supplemented by coursework in accounting; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Personnel Administrator

Revised: 4/97

PS2831